

## CIA RECORDS MANAGEMENT BOARD

### GUIDANCE FOR RECORDS PURGE

#### INTRODUCTION

The Agency Records Center is full. The Executive Director-Comptroller has instructed all offices to review their records stored at the Center in order to dispose of all unnecessary materials as well as to adopt new procedures and technological improvements to reduce the volume.

Some office records do not have a definite disposal date. Others should be considered for disposal earlier than now designated. Some are duplicates or unnecessary and should be disposed of as soon as formal approval can be arranged.

The survey and purge are to be carried out by each component having records in the Center. Each Deputy Director has been requested to appoint responsible officers with authority to review the retired office records at the Center.

A progress report is required from each Directorate on the initial actions taken and the plans being developed for each Office on this matter. The Records Board is to report quarterly on the progress of this purge and on other records management matters.

#### INITIAL REPORT

The following information should be included in the initial report:

1. Name and position of officers in your component responsible for the records purge and follow-on procedural improvements.
2. Nature and scope of your purge plan and elements of the plan accomplished during this initial reporting period.
3. Results within this reporting period, including types and volumes of records which have been earmarked (even if tentatively) as candidates for possible destruction.
4. Your work schedule for proceeding with the purge.
5. Other comments (e.g., microfilming plans, change in records creation and duplication procedures, etc.)

Reports to the Executive Director-Comptroller concerning this purge should be routed through the CIA Records Management Board, Room 502 Magazine Building. Directorate and Independent Office reports are due 20 September. The Board's report is due 30 September.

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*Direct route* Reports to the ~~Executive Director-Comptroller~~ <sup>DDS</sup> concerning this purge should be routed through the CIA Records Management Board, Room 502 Magazine Building. Directorate and Independent Office reports are due 20 September. The Board's report is due 30 September.

*via the Staff, or Office reports go to this Deputy Director*

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*Directorate*  
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*Area Div. Staff, or Office Reports*

*Operating Office, or their Directorate*